

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

**Meeting Date:** June 16, 2004

**Division:** Monroe County Housing Authority

**Bulk Item:** Yes XX No     

**Department:** Special Programs Office

**AGENDA ITEM WORDING:** Resolution to ratify Department of Community Affairs (DCA) Executed Modification 1 to the CDBG Contract Agreement between DCA and Monroe County.

**ITEM BACKGROUND:** Resolution 467-2003, October 15, 2003, approved the preparing of the amendment to the Community Development Block Grant (CDBG) Contract Agreement with DCA and having the Mayor to sign the cover letter. The amendment addresses the reallocation of the housing rehabilitation funds (\$150,000) to the sewer connections category.

Resolution 088-2004, February 18, 2004, approved the Mayor to sign the amendment application package. This was done and the amendment application package was sent to DCA for approval.

DCA approved the amendment and sent Modification #1 to the Grant Agreement Between DCA and Monroe County" in the form of a resolution, to be executed by the County Mayor, in three (3) original copies. The Mayor executed the Modification and returned it to DCA.

Because this DCA-initiated document was not a part of the initial amendment application package that went before the BOCC for approval, the document requires that it be ratified by the BOCC to complete the recording of this amendment with the Clerk's office.

Since the submittal of this amendment, DCA has initiated procedural changes that includes this modification document with the package that goes before the BOCC. DCA then only has to execute the Modification and return it to the County.

**PREVIOUS RELEVANT BOCC ACTION:** Resolution 213-2003, March 19, 2003, executed the CDBG Contract Agreement. Resolution 467-2003, October 15, 2003, approved the preparing of the amendment for submittal to DCA. Resolution 088-2004, February 18, 2004, approved the Mayor to sign the amendment application package to be sent to DCA for approval.

**CONTRACT/AGREEMENT CHANGES:** None.

**STAFF RECOMMENDATION:** Adoption of this resolution to ratify the DCA executed Modification 1 to the CDBG Contract Agreement Number 03DB-1A-11-54-01-H32.

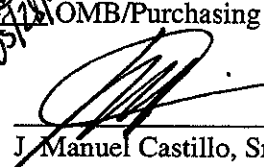
TOTALS COST: \$0.00 BUDGETED: Yes X No     

COST TO COUNTY: \$0.00 SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes      No X AMOUNT PER: Month      Year     

APPROVED BY: County Attorney 18/12/04 OMB/Purchasing      Risk Management     

DEPARTMENT APPROVAL:

  
J. Manuel Castillo, Sr., Executive Director  
Monroe County Housing Authority

DOCUMENTATION: Included XX To Follow      Not Required     

DISPOSITION:      AGENDA ITEM # 01

RESOLUTION NO. \_\_\_\_\_ - 2004

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF MONROE COUNTY, FLORIDA  
TO RATIFY DCA-EXECUTED MODIFICATION 1 TO THE AWARDED  
COMMUNITY DEVELOPMENT BLOCK GRANT, CONTRACT AGREEMENT**

WHEREAS, on October 15, 2003, the BOCC granted approval to the preparing of the amendment to a Community Development Block Grant (CDBG) Contract Agreement with DCA (03DB-1A-11-54-01-H32), and

WHEREAS, the amendment prepared by the Monroe County Housing Authority, shifted priorities to funding sewer connections, and

WHEREAS, on February 18, 2004 the BOCC approved the mayor to sign the amendment application package to be sent to DCA for approval, and

WHEREAS, DCA-initiated Modification 1 to the Contract Agreement for the Mayor to sign and return to DCA, and the Mayor executed the document, and

WHEREAS, the DCA-initiated document was executed by DCA, returned to Monroe County, and has been reviewed for legal sufficiency.

NOW, THEREFORE, BE IT RESOLVED, that the Board ratifies Modification 1, attached hereto as Exhibit A, to the CDBG Contract Agreement with DCA.

PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2004

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA

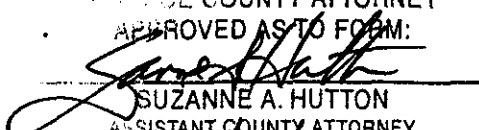
Mayor Nelson \_\_\_\_\_  
Mayor Pro Tem Rice \_\_\_\_\_  
Commissioner McCoy \_\_\_\_\_  
Commissioner Neugent \_\_\_\_\_  
Commissioner Spehar \_\_\_\_\_

By: \_\_\_\_\_  
Mayor Murray Nelson

SEAL

ATTEST: DANNY L. KOLHAGE  
CLERK

OY: \_\_\_\_\_  
Deputy Clerk

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM:  
  
SUZANNE A. HUTTON  
ASSISTANT COUNTY ATTORNEY  
Date: 3/28/04



MAY 06 2004

STATE OF FLORIDA  
**DEPARTMENT OF COMMUNITY AFFAIRS**

*"Dedicated to making Florida a better place to call home"*

JEB BUSH  
Governor

THADDEUS L. COHEN, AIA  
Secretary

April 13, 2004

The Honorable Murray E. Nelson, Mayor  
Monroe County BOCC  
530 Whitehead  
Key West, Florida 33040

**Re: Contract Number 03DB-1A-11-54-01-H32  
Contract Modification # 1- Approval**

Dear Mayor Nelson:

Your letter dated February 18, 2004, and received March 5, 2004, requesting a modification to Attachment B, the CDBG Activity Work Plan, has been reviewed and approved. This modification (along with your request), and revised Budget (Attachment A), and revised Activity Work Plan (Attachment B), have been made part of the approved Agreement.

Should you have questions, please call your Department grant representative Mr. Mark Nixon at (850) 922-1895.

Sincerely,

Libby Lane  
Community Program Administrator

LL/man

Enclosure

cc: Mark Bell (Copy of Enclosures)  
Tammy Anderson, DCA

2555 SHUMARD OAK BOULEVARD • TALLAHASSEE, FLORIDA 32399-2100  
Phone: 850.488.8466/Suncom 278.8466 FAX: 850.921.0781/Suncom 291.0781  
Internet address: <http://www.dca.state.fl.us>

MAY 06 2004

**MODIFICATION #1 TO GRANT AGREEMENT BETWEEN  
THE DEPARTMENT OF COMMUNITY AFFAIRS AND  
MONROE COUNTY**

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs ("the Department"), and Monroe County ("the Recipient"), to modify DCA Contract Number 03DB-1A-11-54-01-H32 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a grant of \$750,000 to the Recipient; and

WHEREAS, the Agreement expires on April 8, 2005; and

WHEREAS, the Department and the Recipient desire to modify the Agreement by reallocating Work Activity project funds from Housing Rehabilitation Work Activity to Sewer Connection Work Activity (Attachment A); and

WHEREAS, the Department and the Recipient desire to modify the Agreement by modifying the revised work plan (Attachment B);

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. **The revised Attachment A, the Program Budget and Scope of Work, as set forth in Attachment A to this Modification, is attached hereto and incorporated herein by reference.**

**The revised Attachment B, Activity Work Plan, is attached hereto and incorporated herein by reference.**

2. All provisions of the agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

DEPARTMENT OF COMMUNITY AFFAIRS

BY:

Y. L. Lane, Administrator

MONROE COUNTY

BY:

Murray Nelson  
Murray Nelson, Mayor  
Monroe County

DATE:

4/7/04

DATE:

3-22-04

RECIPIENT: **Monroe County**

CONTRACT NUMBER: **03DB-1A-11-54-01-H28**

**ATTACHMENT A**  
**PROGRAM BUDGET AND SCOPE OF WORK**

1	2	3	4	5	6	7	8	9	10	11
ACTIVITY		ACCOMPLISHMENTS		BENEFICIARIES			BUDGET			
NUMBER	DESCRIPTION	UNIT	NUMBER	LMI	VLI	TOTAL	CDBG AMOUNT	*OTHER FUNDS	*SOURCE #	PROG.INC.
13	ADMINISTRATION	_____	_____	_____	_____	_____	\$112,500.00			
16	ENGINEERING	_____	_____	_____	_____	_____				
09a	Housing Rehabilitation								1	
09a	Sewer Hookups	HU	100				\$637,500.00	\$552,546.00	1 & 2	
_____	<b>TOTALS</b>	_____	_____	_____	_____	_____	\$750,000.00	\$552,546.00	_____	\$0.00

**\* SOURCES AND AMOUNTS OF "OTHER FUNDS" (COLUMN 9 & 10 ABOVE)**

1. Monroe County	\$200,000	5. _____	\$ _____
2. Various Sources	\$352,546	6. _____	\$ _____
3. _____	\$ _____	7. _____	\$ _____
4. _____	\$ _____	8. _____	\$ _____

**ATTACHMENT B**

# ACTIVITY WORK PLAN

RECIPIENT MONROE COUNTY

DATE PREPARED February 18, 2004

CONTRACT NO. 03DB-1A-11-54-01-H32

ACTIVITY BUDGET \$112,500

(for this activity only)

Activity		Number of Proposed Beneficiaries for this activity only			Proposed Activity Units Housing Units H.U.	
Name <u>Administration</u> Number <u>013</u> Service Area # <u>N/A</u>		LMI	VLI	Total	<u>100</u> No. of Units	Type of Units
Date Start (month & year)	Date End (month & year)	Describe Proposed Action to be Undertaken or Contract Special Condition Clearance Documentation to be Submitted by "Date End"			# Units to be Completed by "Date End"	Proposed \$\$ to be Requested by "Date End"
		Submit Request for Release of Funds & Environmental Conditions				
		Submit documentation to clear Special Condition Numbers <u>All</u>				
05/03	06/03	Administrative Quarterly Reimbursements				\$5,000.00
07/03	09/03	Administrative Quarterly Reimbursements				\$14,717.00
10/03	12/03	Administrative Quarterly Reimbursements				\$14,717.00
01/04	03/04	Administrative Quarterly Reimbursements				\$14,717.00
04/04	06/04	Administrative Quarterly Reimbursements				\$14,717.00
07/04	09/04	Administrative Quarterly Reimbursements				\$14,717.00
10/04	12/04	Administrative Quarterly Reimbursements				\$14,717.00
01/05	03/05	Administrative Quarterly Reimbursements				\$14,717.00
04/05	06/05	Administrative Quarterly Reimbursements				\$4,481.00
05/03	06/05	Submit Administrative Closeout				

ACTIVITY BUDGET TOTAL \$ 112,500  
(must equal Activity Budget in the heading of this form)

# ACTIVITY WORK PLAN

RECIPIENT **MONROE COUNTY**

DATE PREPARED **February 18, 2004**

CONTRACT NO. **03DB-1A-11-54-01-H32**

ACTIVITY BUDGET **\$637,500**  
(for this activity only)

Activity		Number of Proposed Beneficiaries for this activity only			Proposed Activity Units	
Name <b>Sewer Connections</b> Number <b>09(a)</b> Service Area # <b>N/A</b>		<u>50</u> LMI	<u>50</u> VLI	<u>100</u> Total	<u>100</u> No. of Units	<u>H.U.</u> Type of Units
Date Start (month & year)	Date End (month & year)	Describe Proposed Action to be Undertaken or Contract Special Condition Clearance Documentation to be Submitted by "Date End"			# Units to be Completed by "Date End"	Proposed \$\$ to be Requested by "Date End"
		Submit Request for Release of Funds & Environmental Conditions				
		Submit documentation to clear Special Condition Numbers <u>ALL</u>				
07/03	09/03	<b>Sewer Connections (0%)</b>			0	
10/03	12/03	<b>Sewer Connections (0%)</b>			0	
01/04	03/04	<b>Sewer Connections (15%)</b>			15	\$95,625.00
04/04	06/04	<b>Sewer Connections (39%)</b>			39	\$153,000.00
07/04	09/04	<b>Sewer Connections (64%)</b>			64	\$159,375.00
10/04	12/04	<b>Sewer Connections (82%)</b>			82	\$114,750.00
01/05	03/05	<b>Sewer Connections (100%)</b>			100	\$114,750.00
04/03	04/05	Submit Administrative Closeout				

ACTIVITY BUDGET TOTAL **\$ 637,500**  
(must equal Activity Budget in the heading of this form)